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EEO

Spotlight

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FWP Outlines '79 Initiatives

The Federal Women's Program Office recently outlined its major program initiatives for calendar year 1979 in a presentation to Jule Sugarman, Deputy Director, Office of Personnel Management (OPM).

One of the initiatives was the development of a mid-level career program for women. This effort has evolved into the proposed Managerial Development Program which is intended to improve the representation of women in managerial positions, and would be part of agencies' Executive Development efforts. The program proposes to establish a feeder group of managers and supervisors who would be selected according to competency based criteria, and receive special developmental assignments. This proposal is in its basic stages and will undergo review and refinement prior to submission for final OPM approval.

Another initiative of the FWP is to develop and implement a Government-wide clearinghouse on agency projects and initiatives in areas crucial to enhance employment of Federal women. The clearinghouse would include information on part-time employment, managerial development and upward mobility for agency women, specialized recruitment, child care and nontraditional jobs for women.

The FWP has recommended that a task force be established under the Director of the FWP to assist Federal Women's Program Managers to meet their responsibilities in the implementation of civil service reform within their agencies. The task force would provide FWPM's up-to-date information regarding OPM regulations and guidelines; would share information among agencies about implementation — success and failures; and would develop a uniform monitoring process.

For more information contact, OPM, FWP, 1900 E St., Rm. 7540, NW, Washington, DC 20415.

New Guides for Minority Recruitment

"Guidelines for the Development of a Program to Recruit Minorities and Women in the Federal Service," is the subject of Federal Personnel Manual Bulletin 720-1. The code number 720, Affirmative Employment Programs, is new in the FPM System. The Bulletin transmits copies of guidelines developed by the Equal Employment Opportunity Commission for the development of a Federal program for the internal and external recruitment of women and minorities, pursuant to Section 7201 of title 5, the United States Code, Civil Service Reform Act of 1978. These guidelines were issued on December 12, 1978.

Federal employees interested in reviewing a copy of the Bulletin should check with their personnel offices.

OPM's Role in EEO

In a recent meeting of Office of Personnel Management Regional Directors, Diane Graham, Assistant Director for Affirmative Employment Programs, outlined the Office of Personnel Management's (OPM) role in the Federal Government's equal employment opportunity program, and addressed recent developments in the affirmative employment area.

Graham explained to the regional directors the structure and functions of the Office of Affirmative Employment Programs (OAEP). OAEP administers the Hispanic Employment Program, the Federal Women's Program, the Selective Placement Program, the Veterans Employment Program, Outreach and Upward Mobility Programs, and includes a Program Development section. The overall mission of OAEP is to assist agencies in developing and implementing creative approaches to employment designed to increase opportunities for minorities and other underrepresented groups, including women.

Graham told the regional directors that OPM's role in this area concerns two main functions: servicing and monitoring. OPM will use its expertise in personnel management to provide technical guidance to agencies in the development of affirmative employment programs and will monitor agencies' compliance laws, regulations, and merit principles, and will suggest changes where necessary.

U.M. Program Begun at National Endowment for the Humanities

A dedicated staff and the unswerving commitment of top management has produced an upward mobility program at the National Endowment for the Humanities (NEH). The fact that an upward mobility program was developed and implemented in a matter of months is notable. NEH, a small Federal agency, has 330 full-and part-time employees (243 are full-time). It also has a distinctive mission.

NEH is an independent Federal grant-making agency created by Congress in 1965 to support projects of research, education, and public activity in the humanities. Its establishment came in response to an increased awareness on the part of educators, legislators, and the general public that the humanities required sustained and widespread Federal support. The majority of positions at NEH are in the education series with position titles being program specialists and humanist administrators.

The NEH upward mobility program is called the Chairman's Intern Program and is an internal development program related to selective staffing goals of the agency. The program provides academic and on-the-job training, human development and career opportunity for underdeveloped NEH employees. The program operates under an approved training agreement between the U.S. Office of Personnel Management and the National Foundation of the Arts and the Humanities.

The Chairman's Intern Program is a project of career development for Endowment employees who are not presently qualified for professional level positions, but who display potential to gain the necessary experience and education to successfully function in selected entry-level professional jobs. Endowment employees who are GS-3 through GS-7 are competitively selected for developmental positions which provide them qualifying experience and on-the-job training necessary for graduation into a target position.

Target positions selected for the initial year of the program are auditor and program specialist. Selected participants enter the program as auditor technicians and program assistants.

Selection of participants is made on a competitive basis in accord with merit procedures. A selection panel is convened and is made up of the Deputy Chairman for Management or a designee, directors of participating office or division, the Hispanic Employment Program Coordinator, the Federal Women's Program Manager, and Assistant FWP Manager and a designated personnel management or staffing specialist. The Director of EEO provides technical expertise to panel members and serves as a non-participating observer during the panel rating and ranking processes. Panel members use the Job Element Examining technique to measure employee potential to perform selective job elements in a targeted position. The selecting panel evaluates applicants on supervisory assessment of potential, work experience, self-development activities, oral interview, written essay and awards and commendations.

Each participant is assigned an advisor for counsel and assistance. The advisors are senior level professionals selected by the division or office director. Advisors select immediate supervisors who have demonstrated interest and skill in developing employes; insure a continuity of developmental goals and activities as the participants progress and change assignments periodically; recommend when the participant should be promoted, be given additional on-the-job and academic training, or be removed from the program; keep the equal employment opportunity office informed of developments concerning the participants progress and any existing or anticipated problems; and evaluate the overall job performance of each participant in connection with the participants' immediate supervisor.

Joan Parker (l) and Betty Carter (r) are the first two upward mobility participants at the National Endowment for the Humanities Chairman's Intern Program. Parker has been selected for the auditor technician position and Carter has been selected as the program assistant.

Career counseling is provided for interested employees, program applicants and selectees throughout all phases of the program. The counseling services are provided by the personnel and equal employment opportunity offices.

Each program participant is provided with a career development plan within thirty days after entry into the program. The individual training and development plans are designed to assure that the participant acquires the necessary skills, knowledge and abilities necessary for successful program completion.

Program participants are encouraged to be active in professional associations and organizations geared toward their career fields.

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Endowment

Overall program evaluation is made at six-month intervals by the equal employment opportunity office with reports going to the appropriate personnel at the Endowment and the Office of Personnel Management.

Participant evaluation is made by the advisors and immediate supervisors at thirty-day intervals during the participant's first months of the program and every ninety days thereafter until the completion of the program. The length of the program is normally four years. Program participants who fail to meet the performance requirements of the program are returned to their former positions or those of similar scope, duties, title, and grade.

NEH plans to use two upward mobility positions as made available each fiscal year as an on-going program goal.

According to Norval Smith, EEO Director at NEH, top management support is the major contributing factor for the success in the development and implementation of their upward mobility program. Smith also felt that because of the small size of the agency, all employees received intensive program orientation. A separate orientation was held for supervisors and program directors. Eligible participants were brought together a second time where the orientation focused on testing content and what was expected of them and what they could expect from the agency.

For more information contact the EEO Director, NEH, 806 15th Street, NW, Washington, D.C. 20506.

Spotlight

Editor: Ed Shell
The Director of the United States of America Office of Personnel Management has determined that the publication of this periodical is necessary in the transaction of public business required by law of this agency. Use of funds for printing this periodical has been approved by the Director, Office of Management and Budget through March 31, 1980.

Wash. Amigos Project

(Left to Right) Barbara Storey, Jeanine Sacks and Evelyn Jaramillo 1978 graduates of Belen High School, Belen, New Mexico were recently hired as clerk-typists by the Food Safety and Quality Service, USDA, through the Washington Amigos Project.

A task force of some ten Hispanic Employment Program Managers of the D.C. Council is working with the Hispanic Employment Program Office of the Office of Personnel Management to revitalize the Washington Amigos Project. The Project has the potential of being a viable, innovative employment tool. The project experienced a slow down during 1978.

The Washington Amigos Project began in 1976 to help Hispanics throughout the nation benefit from the great demand for clerical help in Washington, D.C. These clerical positions are classfied as shortage category, because of the difficulty in locating qualified candidates. Special flexibilities exist for filling shortage jobs with one of those flexibilities being that agencies may pay the moving expenses of persons hired to fill positions in the District of Columbia.

The task force and HEP Office are working on informational materials to provide details on the project and to encourage agencies to use it. Guidance will be issued to HEP Managers on how to implement the concept and a brochure to attract potential participants will be printed and distributed.

As the job market tightens and the shortage of typists and stenographers continues, the Washington Amigos Project presents an alternative opportunity for Hispanics to enter the Federal Government. Once inside the Governmet, opportunities for advancement are available through merit promotion and upward mobility.

For more information, contact the HEP Office, US Office of Personnel Management, 1900 E. St., NW, Room 7536, Washington, D.C. 20415.

Remedial Rights for Handicapped

A provision of the recently enacted Comprehensive Rehabilitation Services Amendment of 1978 (P.L. 95-602) gives handicapped persons the remedial rights enjoyed by others under title VII of the Civil Rights Act of 1964, as amended, and the Civil Rights Attorney's Fees Awards Act of 1976. Handicapped individuals who file a discrimination complaint are now eligible to receive attorney's fees if the decision is made in their favor. Also, they have the right to proceed to Federal courts if their complaint is not resolved administratively within 180 days. In addition, the new legislation

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(These courses are offered in the Washington, D.C. area; for further information, contact the EEO Training Institute, U.S. Office of Personnel Management, Washington, D.C. 20415. Many of the same courses are offered at OPM's 10 regional training centers; for information on these field offerings, contact the nearest USOPM regional office.)

OPM Proposes Regulations for Minority Recruitment

The Office of Personnel Management has published proposed regulations to implement a minority recruitment program, as required under section 310 of the Civil Service Reform Act of 1978. The proposed regulations were published in the **Federal Register** in early February.

In accordance with program guidelines established by the Equal Employment Opportunity Commission, these proposed regulations also will expand the scope of the required recruitment program to include coverage of women, consistent with Civil Rights laws and regulations administered by the EEOC. Consequently, the program is redesignated as "Special Federal Recruitment Program". These regulations are intended to facilitate the elimination of underrepresentation of minorities and women in civil service employment.

A 40-day comment period was established with written comments considered if received no later than March 21, 1979. Written comments should be sent to the Director, Office of Affirmative Employment Programs, Office of Personnel Management, 1900 E. St., NW, Washington, DC 20415.

Handicapped

allows handicapped applicants who successfully challenge discrimination to receive back pay. Previously, back pay was only afforded to handicapped employees.

Questions concerning the new legislation should be directed to the Equal Employment Opportunity Commission which has responsibility for all enforcement functions.

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